



APPLICATION FOR PERMIT TO WORK
WITHIN THE ROAD RIGHT-OF-WAY

Inspection Date: _____

Approved By: _____

Form with fields for Applicant Name, Contractor Name, Contact Name, Complete Address, Phone/Mobile #, Email Address, and Sub-Contractor Name/Moraine Registration #.

This application is hereby made to excavate, erect, or construct within the road right-of-way at the following address:

_____ for one or more of the following reasons:

(address of work area)

Table with columns: REPAIR, REMOVE, REPLACE, RELOCATE, INSTALL. Rows include Apron, Fiber, Curb/Gutter, Sidewalk, Gas Line, Water Line**, Sanitary Sewer, Storm Sewer, and Communication Line.

**WATER AND SEWER RELATED WORK: Contact Montgomery County in addition to the City of Moraine

Contractor/Applicant Notes section with fields for work commencement, completion, and actual days within the ROW.

I have read and agree to abide by all provisions and conditions of this application and permit contained below and in Chapter 901 of the Moraine Codified Ordinances...

Applicant/Authorized Agent (PLEASE PRINT) _____ Date _____

Applicant/Authorized Agent (SIGNATURE) _____ Date _____

CITY USE ONLY

Table with columns: Application Date, Permit Cost (\$30.00), Date Paid/Rcpt #, Permit Date.

NOTES/STIPULATIONS: _____

APPROVAL:

APPROVAL (Commercial Permits):

City Engineer _____ Date _____

City Manager _____ Date _____

BOND: Cash in the amount of \$ _____
 Check # _____ \$ _____
 Surety Bond on file w/ exp. date _____
 Not Required

INSURANCE: Exp. Date _____
WORKERS COMP: Exp. Date _____
FEDERAL ID: _____ -- _____

Conditions and General Information

1. The City of Moraine will incur no expense nor assume any responsibility in connection with the above-mentioned work.
2. The City of Moraine Police (937-535-1166), Fire (937-535-1120) and Street Department (937-535-1040) are to be notified of the time of day that any street will be cut and/or partially closed. Call OHIO811 at least 48 hours prior to excavation, not including weekends or holidays.
3. Applicant shall notify the City Engineer at least 24 hours prior to starting work (Alisha Burcham, 937-535-1031 or aburcham@moraineoh.org). An inspection is required before and during backfilling and at completion of work. Failure to have proper traffic control devices may result in stop work orders.
4. Applicant assumes responsibility for notifying utilities, including AES Ohio, Ameritech, Montgomery County Sanitation Department, and any others needing notification.
5. **BOND REQUIREMENTS** A standard bond form that is compliant with ORC is acceptable. Please make sure the bond states it is for Work Within the Road Right-Of-Way. AIA bonds are not acceptable.
 - a) Either the owner of the project or the contractor performing the work on such project shall post sufficient bond to assure that the terms and conditions of this Chapter shall be met, and that the Right-of-Way shall be properly restored in accordance with Section 901.19 (k) and (i), in the form of a surety or maintenance bond, escrow account, irrevocable letter of credit, or a cash deposit.
 - b) Any person may post an annual bond, in a form described in subsection (a) above, in the amount of ten thousand dollars (\$10,000.00) in lieu of bonds for individual projects. The City reserves the right to require a bond in a greater amount if the restoration of the Right-of-Way could exceed \$10,000. The City Engineer may determine, within his or her reasonable discretion, that the circumstances related to an application for a Right-of-Way permit may require a lesser performance bond.
 - c) Maintenance of work performed in the Rights-of-Way, performed under a Right of Way permit issued in accordance with this Chapter, shall remain the responsibility of the permit holder for a period of one (1) year from the date of final inspection, except that period shall be two (2) years for permits issued for pavement cuts or borings under the pavement. A sufficient maintenance bond, in an amount determined by the City Engineer and/or his or her designee shall be kept during this period. (Ord. 1697-08. Passed 1-24-08.)
6. **ALL CONTRACTORS/SUBCONTRACTORS** are required to complete a contractor registration that will be good for one (1) year. If your registration has expired, it will need to be renewed at the time of permit application submittal. The registration requires the following: \$40 processing fee (waived if the contractor is located in the City of Moraine), Certificate of Liability Insurance (City of Moraine listed as the certificate holder), Workers Compensation Certificate, and Federal ID#. You must also complete the Contractor/Subcontractor section of this application. **THERE IS NOT A SEPARATE APPLICATION FORM FOR THE REGISTRATION.** If you are only applying for the registration, you only need to complete the Contractor section of this application. Thank you!
7. On weekdays, work shall be performed only between the hours of 9:00 a.m. and 3:00 p.m. If work must continue for more than one (1) day, a road that is cut must be totally secured and marked with proper signage, warnings, barricades, and other traffic control devices.
8. During work hours, two-way traffic must be maintained. Proper signage warnings, barricades, and other traffic control devices, including flagmen, shall be in accordance with Ohio Manual of Uniform Traffic Control Devices and the City Engineer.
9. Detailed plans shall be required for connections made to storm sewers and drawings or detailed plans may be required for other work.
10. Any street cut or right-of-way disturbed shall be returned to the same or better condition as currently exists. This includes, but is not limited to, the following:

Subgrade	<i>Backfill shall be tamped in one (1) foot courses.</i>
Asphalt	<i>Asphalt shall be placed in no more than two (2) inch courses and rolled. Edges of patch shall be sealed with asphaltic sealer.</i>
Concrete	<i>Concrete shall be cut only by saw cutting. Concrete replaced shall be reinforced and connected to existing concrete with dowels.</i>
Curb	<i>Curbs shall be removed as existing joints.</i>
Green Space	<i>Green space shall be sodded where deemed necessary by the City Engineer.</i>
Manhole Covers	<i>Catch Basin, drywell, valve cover edges, shall be sealed with proper asphaltic sealer.</i>
11. NOTICE: The person and or company applying for this permit should abide by OSHA and State Safety Standards. The City of Moraine will not be held responsible or made liable for the safety of any person completing any construction under this permit.
12. Standard Drawings and Supplemental Specifications can be found on the City of Moraine website www.ci.moraine.oh.us/engineer/
13. Applications can be emailed to aburcham@moraineoh.org or bwaters@moraineoh.org or they can be mailed to the following address: City of Moraine, Alisha Burcham P.E., 4200 Dryden Road, Moraine, OH 45439